

TITLE: Deputy Clerk I – State Court

SC/4

DEPARTMENT: State Court, Fayette County

JOB SUMMARY: This position performs clerical duties in support of the work of the State Court.

MAJOR DUTIES:

- o Receives new tickets or citations from law enforcement; assigns case numbers; enters all required information into the case management program; enters fine amounts; schedules cases on arraignment calendar; closes ticket following arraignment and enters disposition fine and plea information.
- o Answers telephone and provides information and assistance in regards to traffic citations, ordinance cases, criminal cases, and civil cases; assists attorneys and others with court documents; accepts fine payments.
- o Receipts funds for fines and cash bonds; balances and reconciles the daily receipts.
- o Schedules cases; prints and distributes notices, court calendars, and subpoenas; reschedules cases as needed; issues DPS notices for individuals who fail to appear.
- o Maintains civil case information.
- o Opens and sorts mail; sends certified mail.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of office procedures and policies.
- o Knowledge of the principles and practices of records management.
- o Knowledge of computers and job related software programs.
- o Knowledge of State Court rules and regulations.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Senior Deputy Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include The Official Code of Georgia, the Case Management Manual, the Department of Driver Services Manual, and Cash Bond Scheduling guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related clerical duties. Strict regulations and frequent changes to regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide clerical support for the work of the State Court. Success in this position contributes to the efficiency and effectiveness of court operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, the general public, attorneys, jurors, judges, other court personnel, and law enforcement personnel.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office or courtroom vault.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

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**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the

presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

HIPAA